

EEO PUBLIC FILE REPORT

This report covers full-time vacancy recruitment data for the period: May 31, 2019 – May 30, 2020.

1) Employment Unit: Larry H. Miller Communications Corporation- Salt Lake City

2) Unit Members (Stations and Communities of License): KZNS(AM), Salt Lake City, Utah
KZNS-FM, Coalville, Utah

3) EEO Contact Information for Employment Unit:

Mailing Address:	Telephone Number: (801) 325-2335
301 W. South Temple Salt Lake City, Utah 84101	Contact Person/Title: Amber Robinson Director of People & Culture
	Email Address: amber.robinson@utahjazz.com

4) Full-time job vacancies filled by each station in the Employment Unit: For the period from May 31, 2019 through May 30, 2020 this Employment Unit hired One (1) full-time employee(s) during the reporting period.

Position Title	Contact Person	Date Filled
Promotions Manager	Amber Robinson	*5/27/2020
*Part-time employee was promoted to full-time to replace an employee who had left the company. Recruitment efforts were not engaged due to exigent circumstances. This vacancy occurred during the height of the COVID-19 pandemic. During this period of time, employees were working remotely and normal station operations were substantially disrupted, with workforce decisions complicated by uncertainties unique to the time.		

5) Total # of Interviewees Referred: For the period from May 31, 2019, through May 30, 2020 this Employment Unit interviewed Zero (0) candidates for full-time job vacancies.

6) Supplemental Recruitment Initiatives:

a) Initiative: Co-Sponsoring at least one job fair.

UBA Job Fair, Salt Lake City

Date: March 18, 2020

Registered for but cancelled due to COVID-19

Diversity Career Fair – Utah Cultural Celebration Center

Date: April 28, 2020

Registered for but cancelled due to COVID-19

b) Initiative: Internship Program

Internship Program

Date: Ongoing

Personnel involved: Director of People & Culture

Through an internship program, the Employment Unit helps members of the community acquire the skills needed for broadcast employment. Interns learn skills on the job and experience working in the broadcast industry. The interns rotate positions and learn from and work with some of the top radio and TV talent in the area. All staff are instructed to participate in the program and teach the interns about the broadcast industry.

c) Initiative: Provision of training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination.

Larry H. Miller Diversity and Employment law Compliance Training

Date: February 10 and 11, 2020

Personnel involved: all

The Employment Unit requires all employees to attend a diversity and employment law compliance training that takes place live and online. The session reviews concepts involving workplace diversity, preventing harassment and discrimination, and ensuring an inclusive workplace. This training included a 45-minute presentation by Dr. Susan Madsen on Unconscious Bias.

Creating Inclusive Job Descriptions and Improving Hiring Practices Training

Date: April 28, 2020

Personnel involved: Director of People & Culture, People and Culture Generalists, All supervisors and managers of the Employment Unit

Supervisors and Managers of the Employment Unit attended a 1 hour online workshop presented by the Director of People & Culture and People & Culture Generalists aimed at creating inclusive job descriptions that attract talent and reduce bias, as well as best practice hiring techniques to improve hiring and retention of new employees.

d) Initiative: Establishment of training programs designed to enable station personnel to acquire skills that could qualify them for higher level positions.

Meeting of the Minds for Managers

Date: Ongoing

Personnel involved: SVP of People and Culture, all employees

The Employment Unit provides quarterly Lunch and Learn opportunities for employees (in person and online after COVID-19 began) to connect with upper level management in different departments to learn more about career paths, department initiatives, leadership styles, and provide networking opportunities. The Meeting of the Minds series also includes influential leaders in the community and management skills trainings presented by People & Culture.